DOCUMENT RESUME

ED 372 764 IR 055 122

| | |
|---|---|
| AUTHOR | Scaun, Anatole |
| TITLE | Library Studies Workbook. |
| INSTITUTION | Bloomsburg Univ., PA. Harvey A. Andruss Library. |
| PUB DATE | Jun 94 |
| NOTE | 53p. |
| PUB TYPE | Guides - Classroom Use - Instructional Materials (For Learner) (051) |
| EDRS PRICE | MF01/PC03 Plus Postage. |
| DESCRIPTORS | College Libraries; Higher Education; Library Circulation; Library Collections; Library Guides; *Library Instruction; Library Materials; Library Services; *Library Skills; Online Catalogs; Orientation Materials; Reference Services; *Search Strategies; Users (Information) |
| IDENTIFIERS | Bloomsburg University PA |

ABSTRACT

This workbook is designed to introduce the Harvey A. Andruss Library at Bloomsburg University (Pennsylvania) to a novice user. It is one component in a self-paced unit in library instruction which also includes an exercise book and a computerized tour of the library. Chapter 1 is concerned with the orientation of the library and covers its physical layout; the library collections; circulation policies; library use guidelines; and floor plans. Chapter 2 examines the reference services of the library including the reference desk; library instruction and orientation; and online searching policies. Chapter 3 examines the online catalog including location of terminals; classification schemes; and search strategies. Chapter 4 introduces reference books, including a discussion of the various types of materials available. Chapter 5 discusses periodicals, abstracts, indexes, and CD-ROM. Finally, Chapter 6 examines the microform collection. Also included are a list of library hours and a glossary of library related terms. (JLB)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

IR

# Harvey A. Andruss Library

## Library Studies Workbook

ED 372 764

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

Anatole Scaun
Harvey A. Andruss Library
Bloomsburg University
Bloomsburg, PA 17820

SCAU@HUSKY.BLOOM.EDU
717-389-4801

June 1994

## Bloomsburg University

PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Anatole Scaun

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC).

IR05-192



BEST COPY AVAILABLE

## TABLE OF CONTENTS


LIBRARY HOURS . . . . . vi

INTRODUCTION . . . . . vii

INSTRUCTIONS . . . . . viii

GLOSSARY . . . . . ix

CHAPTER ONE

**LIBRARY ORIENTATION** . . . . . 1

PHYSICAL LAYOUT . . . . . 1
- First Floor . . . . . 1
- Second Floor . . . . . 1
- Ground Floor . . . . . 1

LIBRARY COLLECTIONS . . . . . 2
- Books and other materials . . . . . 2
- Maps . . . . . 2
- Periodicals . . . . . 2
- Microforms . . . . . 2
- Records, Recorded Music and Audio Tapes . . . . . 2
- Special Collections . . . . . 2
- University Archives . . . . . 2

CIRCULATION . . . . . 2
- Books . . . . . 2
- Reference Books . . . . . 3
- Periodicals and Reserve Materials . . . . . 3
- Maps and Pamphlets . . . . . 3

SOCIAL CONSIDERATIONS . . . . . 3
- Decorum . . . . . 3
- Food and Drink Policy . . . . . 3
- Smoking Policy . . . . . 3
- Crowding . . . . . 3
- Quiet Floor . . . . . 3

FLOOR PLANS . . . . . 4

CHAPTER TWO

**REFERENCE SERVICES** . . . . . 7

REFERENCE DESK . . . . . 7
Reference Questions . . . . . 7
LIBRARY INSTRUCTION AND LIBRARY ORIENTATION . . . . . 8
Formal Instruction . . . . . 8
Library Studies Workbook . . . . . 8
HyperTour Library Orientation . . . . . 8
Library Guides . . . . . 9
ONLINE LITERATURE SEARCHING . . . . . 9
Librarian-Mediated Searching . . . . . 9
Initiating a Search . . . . . 9
What You Get . . . . . 9
Using the Services . . . . . 10
End-User Searching . . . . . 10
CD-ROM . . . . . 10
Requesting Materials . . . . . 10
Who may use the service . . . . . 10

CHAPTER THREE . . . . . 11

**PALS: THE ONLINE CATALOG** . . . . . 11

A -- WHAT PALS IS . . . . . 11

WHAT PALS INCLUDES . . . . . 11
WHAT PALS DOES NOT YET INCLUDE . . . . . 11
WHAT PALS IS NOT . . . . . 11
Location of PALS Terminals . . . . . 12
THE PURPOSE OF THE ONLINE CATALOG . . . . . 12
GETTING STARTED . . . . . 12
Error Notification . . . . . 13
COMMANDING PALS THROUGH DIALOGUE . . . . . 13

SUMMARY OF YOUR BASIC COMMANDS WITH PALS . . . . . 14
PALS RECORD . . . . . 15

B -- CLASSIFICATION AND CALL NUMBERS

Call Numbers . . . . . 16
Classification - . . . . . 16
Library of Congress Classification System (LCCS) . . . . . 16
Dewey Decimal Classification System (DDCS) . . . . . 17
Superintendent of Documents Classification System (SUDOC) . . . . . 17
Non-book Materials . . . . . 17

C -- FUNDAMENTALS OF SEARCHING . . . . . 17

AUTHOR COMMAND . . . . . 17
SEEING WHAT YOU GOT . . . . . 18
TITLE COMMANDS . . . . . 20
COMBINATION COMMAND . . . . . 20
TOPIC APPROACH . . . . . 20
TERM COMMAND . . . . . 20
SUBJECT TERMS AND SUBJECT SEARCHING . . . . . 24
SUBJECT TERM (ST) SEARCHING . . . . . 24
SUBJECT HEADINGS . . . . . 25
SUMMARY . . . . . 25
HELP SCREENS . . . . . 25

D - THE LIBRARY OF CONGRESS SUBJECT HEADINGS LIST . . . . . 26

VOCABULARY REFERENCES . . . . . 27
USE . . . . . 27
UF . . . . . 27
Broader, Narrower and Related Terms . . . . . 27
RT Code . . . . . 27
Scope Notes . . . . . 28
Specific Headings . . . . . 28

CHAPTER FOUR . . . . . 29

**REFERENCE BOOKS** . . . . . 29

INTRODUCTION: . . . . . 29
1. Contents. . . . . 29
2. Instructions. . . . . 29
3. Abbreviations. . . . . 29
4. Indexes. . . . . 29

TYPES OF REFERENCE BOOKS . . . . . 29
1. Guides to the literature. . . . . 30
2. Bibliographies. . . . . 30
3. Encyclopedias or Encyclopaedias. . . . . 30
4. Dictionaries and Thesauri. . . . . 30
5. Handbooks and Compendia of Data. . . . . 31
6. Histories. . . . . 31
7. Biographical Works, Retrospective and Current. . . . . 31
8. Atlases and Maps. . . . . 31
9. Annuals and Directories. . . . . 31
10. Indexing and Abstracting Services . . . . . 31

CHAPTER FIVE

**PERIODICALS, ABSTRACTS, INDEXES AND CD-ROM** . . . . . 32

PERIODICALS AND THEIR IMPORTANCE . . . . . 32
FINDING INFORMATION IN PERIODICALS . . . . . 32
USING ABSTRACTS AND INDEXES . . . . . 32
INDEXES AND CITATIONS . . . . . 33
Citations . . . . . 33
Abstracting Services . . . . . 34
CD-ROM . . . . . 36
LOCATION OF ABSTRACTS, INDEXES AND CD-ROM . . . . . 36
PERIODICAL HOLDINGS AND LOCATIONS . . . . . 36

CHAPTER SIX . . . . . 38

**MICROFORMS** . . . . . 38

DEFINITION . . . . . 38
LIBRARY HOLDINGS . . . . . 38
Microfiche . . . . . 38
Microfilm . . . . . 38
Ultra-fiche . . . . . 38
Disadvantages of Microforms . . . . . 38
LOCATION . . . . . 39
CATALOGING . . . . . 39
READING MICROFORMS . . . . . 41

# LIBRARY HOURS

## HARVEY A. ANDRUSS LIBRARY

**Fall and Spring Semester Hours**

| | |
|---|---|
| Monday through Thursday..... | 8 a.m. to 12 p.m. |
| Friday..... | 8 a.m. to 9 p.m. |
| Saturday..... | 9 a.m. to 5 p.m. |
| Sunday..... | 2 p.m. to 10 p.m. |

**Final Examinations Hours***

Two weeks prior to this period
the regular hours are extended.

**Intersession Hours***

| | |
|---|---|
| Monday through Friday..... | 8 a.m. to 4:30 p.m. |
| Saturday..... | Closed |
| Sunday..... | Closed |

**Summer Hours**

| | |
|---|---|
| Monday through Thursday..... | 8 a.m. to 10 p.m. |
| Friday..... | 8 a.m. to 9 p.m. |
| Saturday..... | Closed |
| Sunday..... | 2 p.m. to 10 p.m. |

## UNIVERSITY ARCHIVES

**Fall and Spring Hours**

| | |
|---|---|
| Monday through Friday..... | 10:00 a.m. to 12 noon<br>1:30 p.m. to 3 p.m. |
| Saturday..... | Closed |
| Sunday..... | Closed |

***HOLIDAY SCHEDULES AND ANY CHANGES**

**IN THESE HOURS WILL BE POSTED**

# INTRODUCTION

It is often said that the "library is the heart of the university." If we agree with this assertion, then it is important to know this vital resource of the university thoroughly. Through this workbook we hope to acquaint you partially with the Harvey A. Andruss Library. The word **partially** is used advisedly. Reading a workbook or handbook alone will never do the job. Frequent use of the library is the most practical way of getting to know it. For this reason the accompanying exercises are designed to get you started with learning library skills. In our view, the library is the one place in the academic community where you are totally free to indulge your curiosity. Also, the library can add immeasurably to your academic, intellectual and recreational interests and, as such, plays a vital role in your educational process.

We hope that you will quickly seek out the many services available to you in the library. Needless to say, we welcome you enthusiastically and hope that your years at Harvey A. Andruss Library will be pleasant and productive.

Ultimately, the responsibility for accepting the challenge of discovery is yours, while ours is the challenge of showing you the way and providing the means.

==========

I wish to express my thanks to my colleagues who have reviewed the text. I also wish to thank Karla Rapp for her able assistance with word processing.

Anatole Scaun

Interim Library Instruction Coordinator
Science and Health Sciences Subject Specialist
Reference Librarian
Harvey A. Andruss Library

June 1994

# INSTRUCTIONS

Please read the instructions carefully before beginning your assignment. This is a self-paced unit that you may complete right away or do it a-chapter-at-a-time. The packet you picked up at the University Book Store includes the exercises, which are to be completed by_____(the date(s) is set by the instructor). All the answers to the exercises can be found in the workbook, in the Andruss HyperTour (a computerized orientation to the library) and in the Andruss Library, and all of the work can be done there. The HyperTour can also be used in computer labs which have access to the Macintosh network. The Reference Librarian on duty will help you if you have a problem.

**YOU WILL NEED BOTH A WORKBOOK AND AN EXERCISE BOOK. FOR EACH ASSIGNMENT, FIRST READ THE CHAPTER IN THE WORKBOOK AND THEN COMPLETE THE CORRESPONDING EXERCISE.**

All workbooks are the same but your exercise will be different from those of your classmates. You may work together with your classmates, but please do not ask someone else to complete your work. As with other studies, the process by which you find the answer is as important as the answer itself.

Your exercise book will be collected by your instructor after you fill out a machine-readable answer sheet in class. Keep this workbook for future reference.

# GLOSSARY

**CALL NUMBER** - A set of alphanumeric symbols, or numbers, identifying a particular book or item in the library's collections and indicating its location. The call number usually appears on the spine or the back of a book. In PALS, the online catalog, the call number appears on the second line of the record and to the right of the field marked **LOCATION:**, which gives the location of the material.

**Examples:** **LOCATION: GENERAL COLLECTION QA76 .S35 1988.**
**LOCATION: MICROFICHE COLLECTION 1424**
**LOCATION: PHONO COLLECTION 1088**
**LOCATION: REFERENCE COLLECTION TD176.4.I54**

**CD-ROM** - This stands for Compact Disk Read-Only Memory, which is used to store information online. In the library the CD-ROMs are used to store abstracts and indexes.

**CATALOG** - or **CATALOGUE** - (1) A list of books, periodicals or other library materials arranged in some definite order; usually alphabetical. (2) A printed list of art exhibits, recorded music, species of butterflies, etc. The catalog may be in card form or online (See OPAC).

**Examples:** *Annotated Catalogue of African Grasshoppers.*
The Andruss Library's online catalog, PALS.

**CITATION** - **(1)** A reference to a text or part of a text identifying the document in which it may be found. Also called a "reference." **(2)** An item on a list of publications to which an author has made specific reference; usually placed at the end of an article or chapter.

**Example:**
* A book citation includes the author, title, publisher, place of publication, date, etc.
* A periodical citation incudes the author, title, name of the periodical, date, volume, issue number, and page.

**CIRCULATION** - **(1)** The process by which the library lends books or other library materials for use **outside** the building. Also includes magazines and reserve materials that circulate **within** the library. **(2)** The department or unit which lends or checks out library materials and keeps the records. In this library circulation is part of the Access Services Department.

**CLASSIFICATION** - A scheme for the arrangement of books and other materials in a logical order according to their similarity in groups or classes.

**Examples:**
* Library of Congress Classification System, where books about computer science are assigned a call number or classed in QA 76.
* Classification scheme for Pennsylvania State Publications, where materials published by the Topographic and Geologic Survey are classed in PY G345.

**DOCUMENTS** - Official publications of a government body such as state or federal government. Also referred to as government documents.

**Example:** *The Pennsylvania Energy Profile, 1960-1990.*

**GLOSSARY** - An alphabetical list of unusual technical terms concerned with a subject field, together with definitions.

**Example:**
* This glossary of terms, some of which have a specific meaning in this library.
* *The Ceramic Collectors' Glossary.*

**INDEX** - **(1)** A systematic guide or pointer to the location of words, concepts and other items in publications, documents and other records. An index consists of a series of entries appearing in some logical order, usually alphabetical, which enables the user to find them easily, together with references to show where each item is located. **(2)** A periodical publication which regularly and systematically lists in alphabetical order by subject the contents of magazines, journals, newspaper and other publications. The scope of subjects covered may be general or highly subject-specific. **(3)** A computer-based index such as CD-ROM or an online database.

**Examples:** *Business Periodicals Index.* [Printed]
*GenSciIndex.* [A database on FirstSearch]
*Periodical Abstracts.* [Printed]
*PsycLit.* [On CD-ROM]
*Readers' Guide to Periodical Literature.* [Printed]

**LC** - An acronym for Library of Congress. When followed by CS or SH, stands for Library of Congress Classification System and Library of Congress Subject Headings list.

**LIBRARY OF CONGRESS** - Originally designated to serve the needs of the U.S. Congress, the library has become the national library. It has assumed broad responsibilities, including standardization of cataloging. The originator of the Library of Congress Classification System and *Library of Congress Subject Headings* list.

**MICROFICHE** - A sheet of film usually 4 x 6 inches, containing pages reduced 24:1. The great reduction of size and cost make for excellent storage of massive amounts of information.

**MICROFILM** - Reels of film, usually 16mm or 35mm, with page reduction from 14:1 to 18:1.

**MICROFORM** or **MICROTEXT** - These are generic terms for any microimage publication.

**Examples:** Microfilm, microfiche, microdot.

**OPAC** - Online library catalogs are referred to as OPACs, Online Public Access Catalog. PALS is an OPAC of this library.

**PALS** - This acronym stands for Public Access Library System, which is our online catalog. PALS is a highly sophisticated system which controls library materials. (See a copy of *A Handbook for the PALS Online Catalog* at the Reference Desk).

**PERIODICALS** - Publications appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally contains separate articles or writings. A general periodical is usually referred as a magazine, whereas a scholarly one is usually referred as a journal.

**Examples:** *Deep Sea Research* (journal)
*Journal of Physical Chemistry* (journal)
*Scientific American* (journal/magazine)
*Smithsonian* (magazine)
*Time Magazine* (magazine)

**REFERENCE** - **(1)** Information services provided to library users by a librarian at the Reference Desk. The services include assistance in locating needed information using all available print and non-print sources. **(2)** Instruction provided to students in use of library resources. **(3)** A collection of reference books and the other materials in a library, useful for supplying authoritative information or identifying sources, kept together for convenience in providing information service, and generally not allowed to circulate. **(4)** A synonym for citation.

**RESERVE** - Materials placed for controlled access on reserve by an instructor for use by a particular class. The circulation of these materials is restricted for use within the library for a limited time period, usually two hours. The instructor determines the length of the loan period. Because of their special nature, some materials are on permanent reserve.

CHAPTER ONE

# LIBRARY ORIENTATION

**OBJECTIVES:** After studying this chapter you will know:

* Physical arrangement of the library.
* Location of collections and materials.
* Departments you are likely to contact and their services, procedures and regulations.

**PHYSICAL LAYOUT**

The library occupies three floors or levels. Floor plans are found at the end of this chapter.

**First Floor** - The first floor, or the middle floor, is the main public service area of the library and contains the Reference Desk, reference collection, abstracts and indexes, CD-ROMs (electronic indexes or databases), government documents, pamphlet collection, career guidance materials, music recorded on tapes and records, microforms, and the terminals for the online catalog, PALS. Current newspapers are located here in an alcove to the right as you enter the library. The Access Services unit is also located on this floor and combines three functions: circulation of books, current periodicals and reserve materials. The administrative offices also are located on this floor.

**Second Floor** - The second floor contains the circulating books, which are arranged according to the LC Classification System. Call numbers **A** to **PZ** are shelved here. A number of online catalog terminals are also located here. Study carrels are provided on this floor in the reading area which is meant to be a **QUIET AREA.**

**Ground Floor** - The ground floor contains the remainder of the circulating collection that continues from the second floor with call numbers **Q** to **Z**. The juvenile/young adult collection, classed according to the Dewey Decimal Classification System, is located here. Bound periodicals and oversize books also are located on this floor. A number of public use microcomputers, IBM-compatible and Macintosh, are found in the area between the group study area and the Tiffany Reading Room.

Because the library is continually growing and changing, locations of materials change, and several means have been developed to orient users to the library and any changes:

* A self-guided tour, consisting of 16 steps (see the blue sheet in your packet).
* A HyperTour guide to the library, which is a sophisticated

computer-based visual presentation of the library's organization, services and materials. This interactive video presentation is available on the Macintosh micro-computer located near the PALS terminals and across from the Circulation Desk.

**LIBRARY COLLECTIONS**

**Books and other materials** - The library's holdings consist of about 350,000 books and pamphlets. The collections include selected state government publications, corporate reports, and juvenile and young adult books. The Reference Collection holds over 22,000 volumes.

**Maps** - The map collection contains over 300 geographic and thematic maps or maps that deal with specific subjects. For a selection of road and city maps, ask at the Reference Desk.

**Periodicals** - The library subscribes to about 1,750 periodicals and 38 newspapers. Back issues of many titles are found on microfilm.

**Microforms** - A collection of about 1.75 million items is found in microform. It includes such important collections as the Educational Resources Information Center documents (ERIC), Library of American Civilization, Schomberg and Atlanta University collections in black culture, telephone directories, college catalogs, and statistical and congressional publications of the Federal Government.

**Records, Recorded Music and Audio Tapes** - About 6,000 records represent classical, jazz and rock music. Recitals and concerts of the Bloomsburg University Music Department have been recorded on tape and added to this collection. The collection consists of over 850 cassettes.

**Special Collections** - Rare books, first editions, autographed editions, selected art books and exhibition catalogs, and other materials requiring special care and handling are located in Special Collections. For assistance with retrieving materials from the collection, contact the Reference Librarian on duty.

**University Archives** - The University Archives are located on the ground floor of Bakeless Center for the Humanities. They serve as the depository for archival and other materials relating to the history of Blomsburg University.

**CIRCULATION**

Books - Your student ID is your borrower's card for charging out library materials. Most books circulate for thirty (30) days. Fines are charged for overdue materials. The schedule for fines is

available at the Circulation Desk.

**Reference Books** - Reference Books do not generally circulate outside the library. Exceptions are made on case-by-case basis.

Special arrangements must be made at the Reference Desk to borrow reference books, documents, company reports, and special collection materials.

**Periodicals and Reserve Materials** - Current periodicals and most reserve materials circulate **within** the library for two hours. They may also be checked out overnight one hour prior to library closing and are due back within one hour of library's opening the following day. (Ask at the Circulation Desk for the Circulation Policy.)

**Maps and Pamphlets** - Maps circulate like other materials, but for pamphlets, you need to fill out a green card, which are located on top of the metal cabinets in which the pamphlets are filed.

**SOCIAL CONSIDERATIONS**

**Decorum** - Many students are annoyed if they find a lunchroom atmosphere in a place of study. We expect our users to speak quietly and observe the policies for food, drink and smoking, which are:

**Food and Drink Policy** - Food or drink may be brought into the library provided they are consumed **ONLY** in the Tiffany Reading Room on the ground floor.

**Smoking Policy** - In compliance with the University's Policy on Smoking, smoking is **NOT** permitted in the library.

**Crowding** - As you have no doubt noticed on your tour, the library is very crowded, particularly at certain peak hours and prior to examination periods. We have insufficient seating and there is no recreation lounge. Until we have a larger library, we ask your tolerance of the existing conditions.

**Quiet Floor** - The second floor is designated as the "quiet floor" and is intended only for individual study. Use the ground floor for group study.

**SEE FLOOR PLANS THAT FOLLOW**

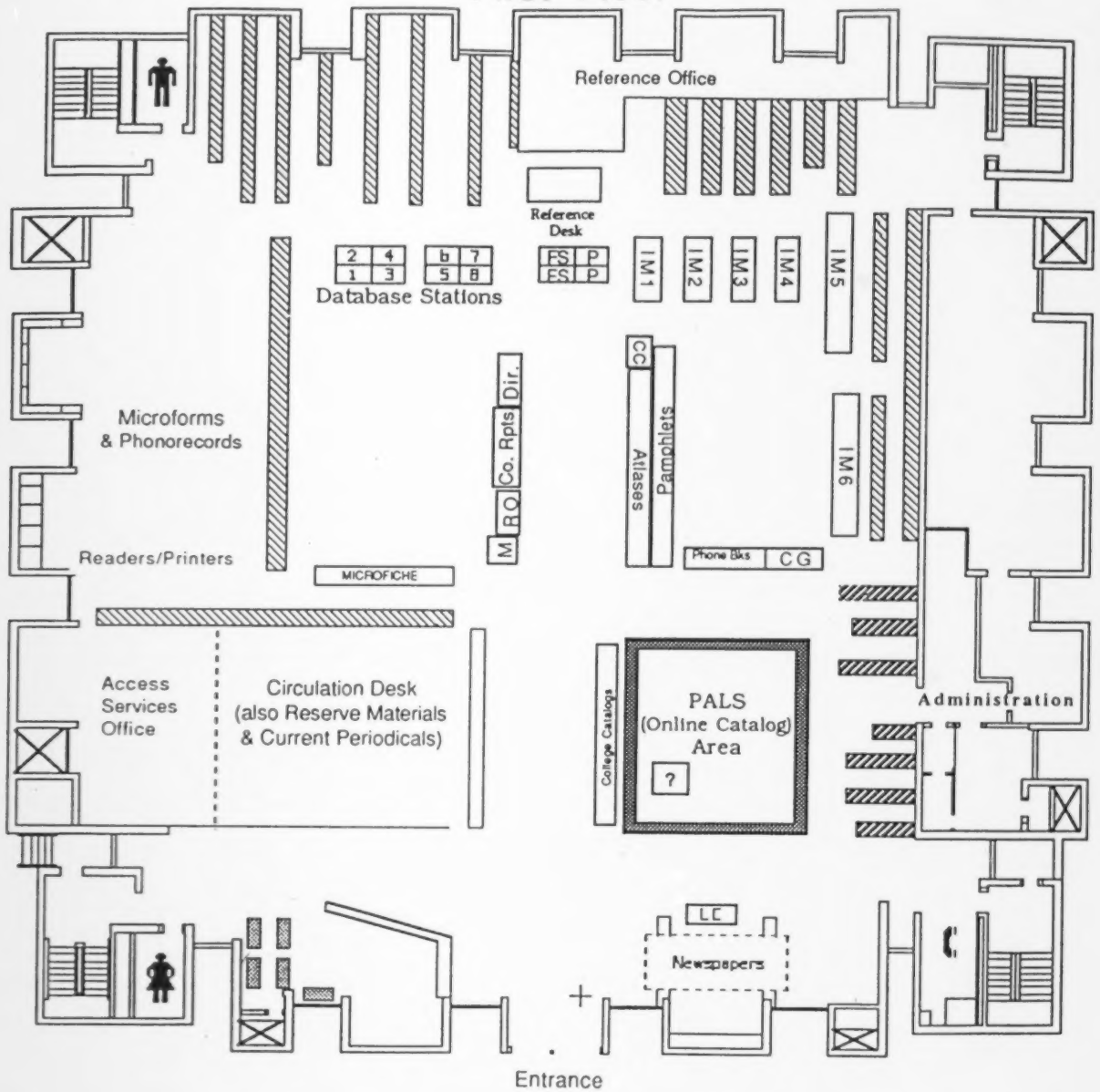
**ON PAGES 4, 5 and 6**

**AND**

## COMPLETE EXERCISE ONE IN YOUR EXERCISE BOOK

# Harvey A. Andruss Library

## First Floor



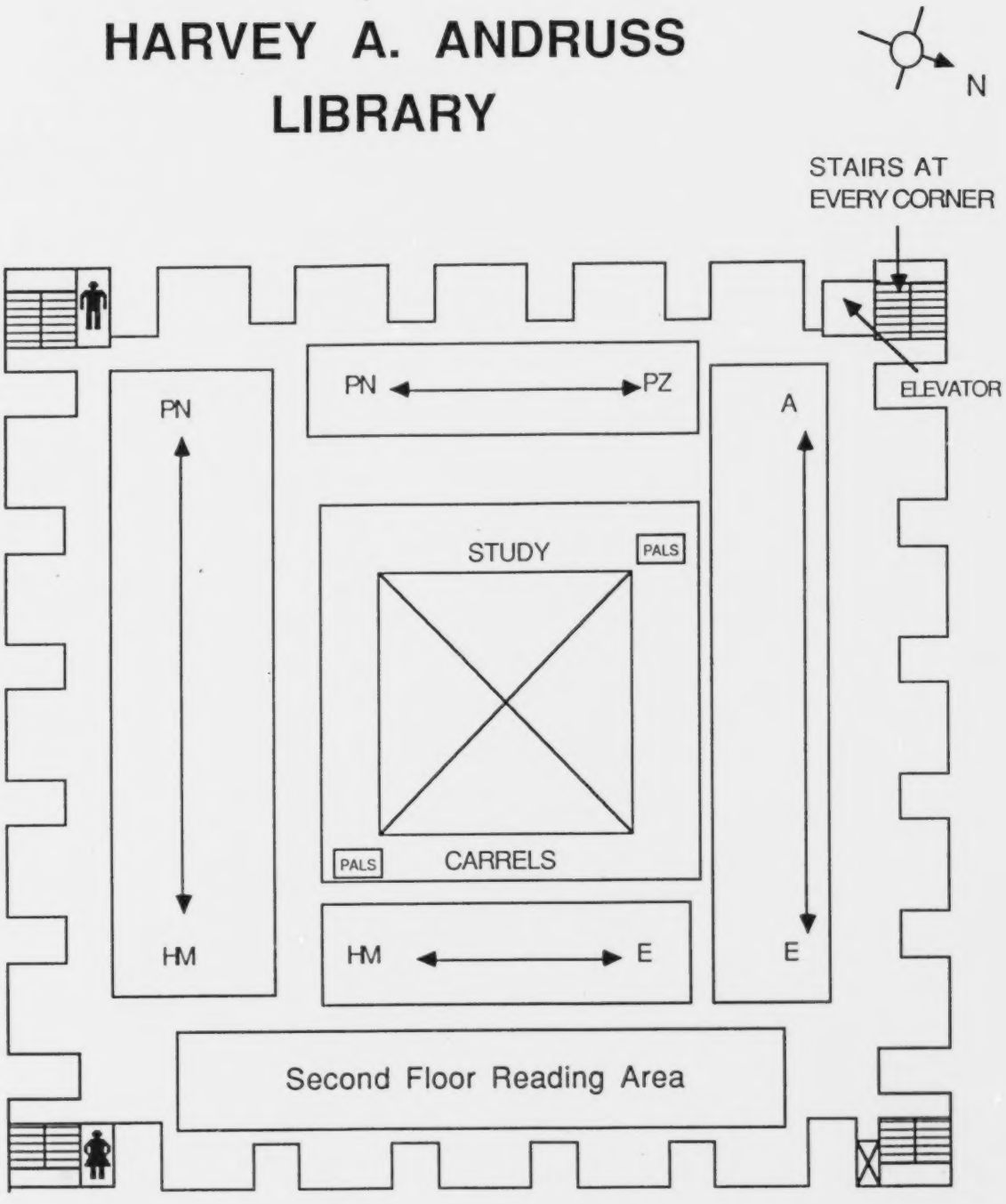

### Key

| | | | | | |
|---|---|---|---|---|---|
| ? | Andruss HyperTour – Library Orientation | Dir. | Business Directories | FS | First Search |
| | Reference Books | CC | Card Catalog for Pamphlets, 19th Century Newspapers, and Phonorecords (by category) | P | PALS Terminal |
| | Government Documents | CG | Career Guidance | LC | Library of Congress Subject Headings |
| | Photocopiers | IM | Index Module | RO | Reference Oversize |
| | | | | M | Map Case |



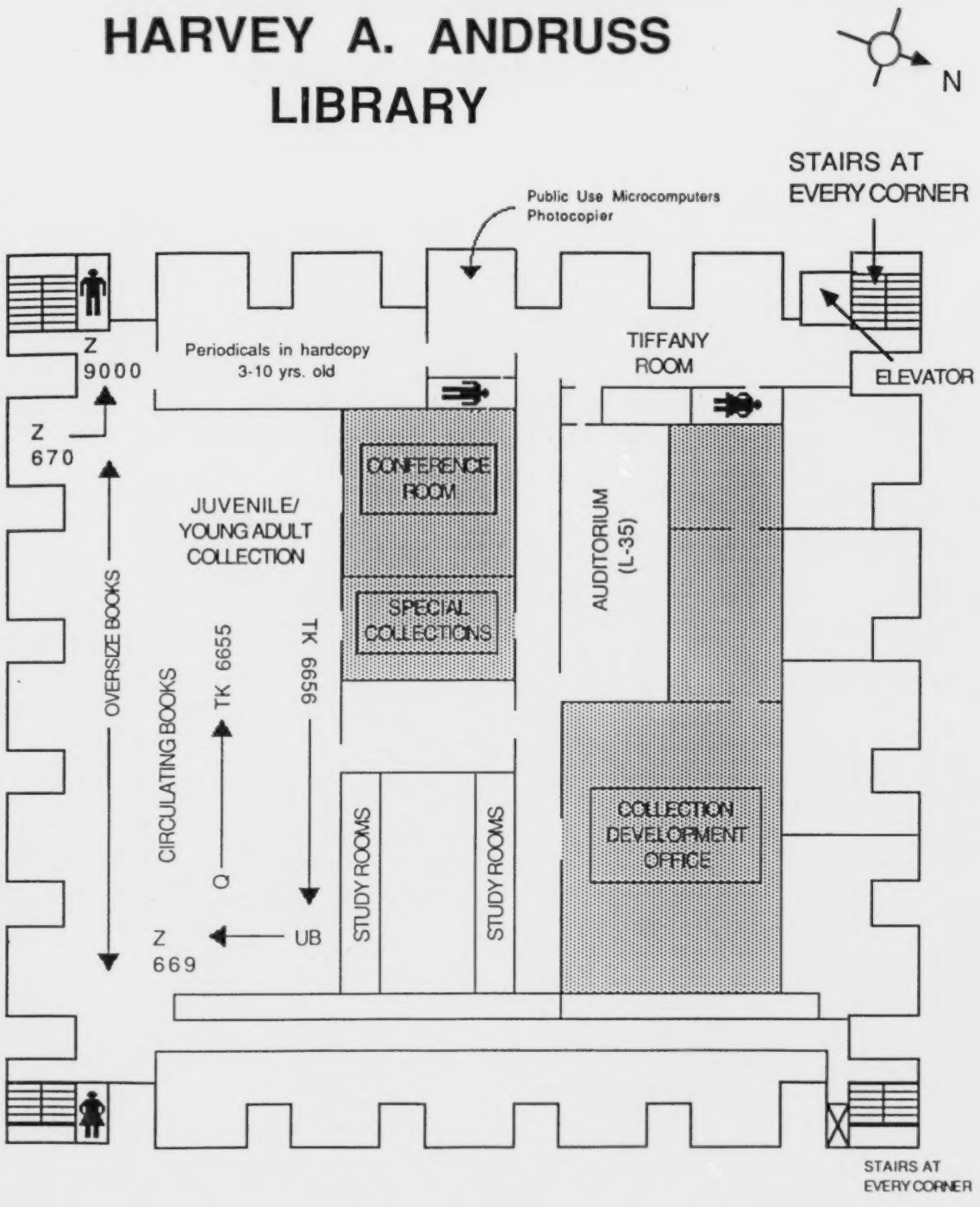
BEST COPY AVAILABLE

# HARVEY A. ANDRUSS LIBRARY




# SECOND FLOOR

# HARVEY A. ANDRUSS LIBRARY




## GROUND FLOOR

# CHAPTER TWO

# REFERENCE SERVICES

**OBJECTIVES:** After studying this chapter, you will:

* Learn what reference services are available to you.
* Learn how to ask for the services.

This unit of the library comprises a number of inter-related activities which include: reference, online bibliographic information retrieval, and library instruction and orientation. Together, these activities serve to fulfill the mission of the unit, which is to provide reference and information services on various topics and to interpret the library collections and tools to its many and varied users. Earlier we spoke of **YOUR** responsibilities when using the Andruss Library. This chapter emphasizes **OUR** responsibilities to you. The services and activates performed by the staff of this division are described below.

## REFERENCE DESK

The Reference Desk is your contact point for reference services. It is the **only** desk staffed by librarians -- trained professionals holding graduate library science degrees. Despite whatever other work they may have in front of them, their primary job is providing reference: assisting you to find materials to meet your information needs. Specifically, the librarian is there to:

* Provide instruction and assistance in using library resources, including the online catalog and any other retrieval tools.
* Explain how to use the library.
* Identify the location of the various library materials, facilities and services.
* Assist in obtaining information from the collection, with special emphasis on the reference collection.

**Reference Questions** - In order to help you, the Reference Librarian needs to understand your question(s) and your information needs. The librarian will often ask you questions about your topic in order to give you or direct you to the best possible source of information that **you** need. This process is called the **reference interview** and is a necessary part of reference work. Do not be put off by those questions. The librarian is not trying to pry into your affairs. Librarians, by the very nature of their profession, handle all your questions with strict confidentiality. Furthermore, do **not** hesitate to approach the Reference Desk as there is no shame in asking for help and there are no "stupid" questions. Chances are

that if you do not approach the librarian, the librarian will approach you. You are encouraged to ask **direct** questions. If you are interested in the current cost of living index in the U.S., say so. If instead you had asked for U.S. economic conditions, you would have lost time as the subject is too broad. Bear in mind that if the sources you are referred to do not provide you with enough information, return to the librarian for further guidance. There are three reasons for doing this:

1) Since there may be a number of potential sources for your topic, the librarian may not wish to overwhelm you by naming them all at once.

2) The librarian may recall additional sources after having had time to consider your question further.

3) In the process of examining the materials, you may have come up with a problem or a different point of view. Also, with an exceptionally difficult question, you may want a "second opinion." The different backgrounds librarians have may result in a second librarian taking a different, perhaps more successful approach to your topic than did the first.

**LIBRARY INSTRUCTION AND LIBRARY ORIENTATION**

In addition to library orientation, the librarians provide library instruction in many ways and under different circumstances. Reference Librarians view library instruction as an integral part of reference work. They engage in formal and informal library instruction.

**Formal Instruction -** Formal library instruction takes place when the librarians conduct classes for specific courses or on specific subjects. The librarians prepare the syllabus, teaching materials and conduct classes on request from professors.

**Informal Instruction** - This form of instruction takes place when you contact a reference librarian, who then assesses your specific information needs and guides you in your search for information. You may not even be aware of this process.

**Library Studies Workbook** - This workbook is part of the library's program of formal library instruction.

**HyperTour Library Orientation** - This is an innovative approach to interactive computer instruction/orientation to the library. This "package" was developed specifically for this library. The HyperTour is on a Macintosh computer located in front of the Circulation Desk.

**Library Guides** - Another way of instructing library users is through the many library guides or pathfinders that the librarians produce. The guides are prepared in order to identify specific subjects or parts of the collection and make it easier for you to locate the information. Currently there are about eighteen (18) library guides which cover such diverse topics as style manuals, resume guides and information on industries. Copies of pathfinders are located on a display rack near the library entrance.

**DATABASE SEARCHING**

Computerized searching of bibliographic databases has become commonplace in the world of information storage and retrieval. Sophisticated communications networks have forged new links with important national and international information centers located in government agencies, universities and the private sector.

Searching bibliographic databases, commonly referred to as **database searching** or **online searching**, is available at Bloomsburg University through two different approaches: 1) Librarian-mediated searching and 2) End-user searching, including CD-ROM-based searching. Database searching may be used to supplement searches of the paper copies of abstracts and indexes of which the library has a large collection.

**Librarian-Mediated Searching** - Through DIALOG, the major database utility, the library provides access to over 300 databases or files covering the humanities, medicine, social sciences, business and science and technology. A database search is performed on a personal computer which is connected via telecommunications to databases located in California. This valuable service is provided at some cost to the user. The charges are based on the amount of time spent on the computer and the format and amount of information printed or down-loaded.

**Initiating a Search** - To initiate a database search, you need to contact a Reference Librarian and fill out the Database Search Request form. The librarian will conduct a reference interview to establish whether an online search is appropriate and, if so, develop a search strategy with you.

**What You Get** - The end product of a search is usually a list of citations or bibliographic information printed at the library's computer, or printed off-line at the site of the central computer and mailed to the library. Results of particularly long searches can be down-loaded to diskettes, which you are requested to provide. If you elect to have off-line prints, then you must allow about 10 days for the results to reach us since the central computer of DIALOG is located in California.

**Using the Services** - This service is extended to all students and faculty. Because of constraints of cost and time, undergraduates may prefer to use the paper copies of abstracts and indexes referred to above or opt for end-user searching, which is described next.

**End-User Searching** - You, as the end-user, may search the numerous databases available at the computer stations near the Reference Desk. Currently the library has six (6) databases which are available on the eight (8) computer stations which are located to the left of the Reference Desk. The six indexes or databases on CD-ROM are: ABI/Inform, Business Index (InfoTrac), ERIC, Periodical Abstracts, PsycLit and the Union Catalog called ACCESS PA. The CD-ROMs are updated every 2-3 months. There is yet another service, called FirstSearch, through which currently you have access to thirty-three (33) databases. FirstSearch is on two computer stations which are located immediately in front of the Reference Desk. The names of the databases are readily available on the screen. At each terminal there are guide sheets explaining what is contained in a particular database and how to search it. Study the guides for details, procedures and instructions. If you still have questions, contact the Reference Librarian.

**CD-ROM** - The library provides additional end-user searching by subscribing to a number of indexes on CD-ROM. These databases are found on computer stations which are located to the left of the Reference Desk. See Chapter 5 for more details.

**INTERLIBRARY LOAN AND PHOTODUPLICATION SERVICE**

Interlibrary Loan and Photoduplication Service, often abbreviated ILL, is a service through which the library borrows books and other materials or obtains photocopies of articles from other libraries. This service is needed since no single library has all the materials that its users may need. An extensive library network helps bridge the information gap between the users of Andruss Library and libraries and information centers throughout the world. In other words, we are not isolated from the resources of most document centers, and the key to these resources is at the Reference Desk. The staff of Andruss Library recognizes the need you have for information and has established procedures to meet this need as efficiently, rapidly and as inexpensively as possible.

**Requesting Materials** - Requests for ILL are initiated at the Reference Desk by filling out the Interlibrary Loan Request form. The form must include accurate and complete information on the item being requested.

**Who may use the service** - This service is extended to all students, faculty and staff. While our library processes your requests quickly and efficiently, **at least two (2) weeks should be allowed for the materials to be received.** The staff of Andruss Library will

attempt to borrow needed materials from the best available sources. However, delivery **cannot** be guaranteed in all instances because loan policies differ from institution to institution. Furthermore, some institutions have highly restrictive loan policies and high handling charges.

Undergraduates often cannot wait for the arrival of materials from other libraries because their research and assignments are of short duration - short deadlines. For these reasons undergraduates are advised to submit their requests early in the term and not to rely solely on ILL for their literature. Before submitting an ILL request, make sure that the material is not already owned by the library.

COMPLETE EXERCISE TWO IN YOUR EXERCISE BOOK

CHAPTER THREE

# PALS: THE ONLINE CATALOG

**OBJECTIVES:** After studying this chapter, you should know or be able to do the following:

* Know what PALS is.
* Know what PALS contains and does not contain.
* Know the basic commands for using PALS.
* Locate library materials by use of PALS.
* The purpose and use of the *LC Subject Headings* list.
* The function of cross references.
* The function of scope notes of subject headings.

## A -- WHAT PALS IS

The library's collections were described in the introduction. Access to most of these materials is provided mainly through the Public Access Library System, or PALS, for short. PALS is a modern solution to the problem of organizing and searching for materials located in the Harvey A. Andruss Library. PALS is an online catalog and provides a very powerful way of searching the library's holdings. Access to the catalog is by means of computer terminals and key boards.

**WHAT PALS INCLUDES** - PALS includes the following materials:

* All books.
* All non-book materials cataloged since May 1978.
* All periodicals cataloged since 1978 and some cataloged previously.
* All microforms cataloged since 1978 and most cataloged previously.
* All phonorecords and tapes.

**WHAT PALS DOES NOT YET INCLUDE** - It is equally important to know what the computer catalog does **NOT** include. At this time, PALS does **NOT** include the following materials:

* Some non-book materials cataloged before 1978.
* Most periodicals and newspapers cataloged before 1978.
* Materials held by the Curriculum Materials Center.
* Materials in the University Archives.

**WHAT PALS IS NOT** - Before describing the capabilities of PALS, you must first know what PALS is **NOT** or does **NOT** do. PALS is **NOT** an index to periodical literature and will **NOT** tell you the **contents** of magazines or newspapers. Periodical literature is retrieved by

means of abstracts, indexes and databases which are discussed in Chapters 2 and 5.

**Location of PALS Terminals** - PALS terminals are located near the Circulation Desk, the Reference Desk and in two corners of the study area on the second floor. There is also a terminal on the ground floor in the Tiffany Reading Room, the room with stained glass windows. PALS may also be searched on personal computers from your dorm or home through the University's Computer Services. (Of course, a personal computer and a modem are needed.) Should you wish to do so, contact a reference librarian for further information.

**THE PURPOSE OF THE ONLINE CATALOG** - The purpose of the catalog is to organize, describe and identify library materials in such a way that they can be retrieved from the collection by a call number or by other designations. The basic unit of information is a record. The information is gathered on an electronic record which is stored in the computer.

**GETTING STARTED** - When you approach PALS, the screen may be blank or have something on it. To clear the screen, type **BE**gin and strike the **EN**ter key or return key. The screen depicted in Figure 3.1 should appear.

```
JBEGIN SESSION ON PALS    06-18-92 10:05:06 ID/WA: P02414/0021  VSN: 91

                    WELCOME TO THE PALS ONLINE CATALOG

   PALS IS A COMMAND-DRIVEN SYSTEM.  PLEASE ENTER A COMMAND AND ONE SPACE,
   THEN ENTER YOUR DESIRED TERMS.

   THE BASIC SEARCH COMMANDS ARE:
   AUTHOR:              AU SHAKESPEARE WILLIAM
                           (Last name first)
   TITLE TERM:          TT TAMING SHREW
                           (Significant title words in any order)
   AUTHOR/TITLE:        CO SHAKESPEARE MIDSUMMER
                           (Author last-name & 1st title-word)
   TERM (KEYWORD):      TE ELIZABETHAN DRAMA
   BROWSE:              BR AU SHAKESPEARE
                           (The indexes available for browsing are:
                            AT, AU, CA, CO, NT, ST, SU, TE, TI, TT)

   Send commands by pressing the RETURN, ENTER, or XMIT key.
   Use the (BACK SPACE) key to BACK UP and type over mistakes.

   Type HELP at any time for additional commands and information.
```

**Figure 3.1**
**The Initial PALS Screen**



BEST COPY AVAILABLE

Study the information on the screen. You may always clear the work space on the screen and return to the beginning screen. There are two entry points for searching PALS. You may begin searching by selecting from the menu of commands. Type any of the commands from the screen, enter a space, type the subjects, terms or authors, press the **EN**ter key and follow the instructions. Notice the two-letter commands that are used and explained. Second, as long as PALS is up, from any screen type any of the two-letter commands which appear in Figure 3.2 below.

Before you continue, be aware that:

* Always insert a space between a command and the text of your query. **Example: TT** grapes wrath **[EN]**
* All commands in this workbook are in bold capital letters. **Example: AU** = author.
* In this workbook **[EN]** = enter, return, execute or transmit key.
* All commands are executed with the **EN**ter key.
* Type in either upper or lower case; it does not matter which, except for call numbers which must be in upper case.
* To back-up or correct mistakes, depending on the type of terminal, use the F12 key or the backspace key.

**Error Notification** - There will be times when you will get an error message on the screen. This is nothing to be concerned about. When this happens, check your commands or procedure and re-enter the information.

**COMMANDING PALS THROUGH DIALOGUE**

PALS is an interactive command-driven system that uses mainly two-letter commands, except the three-letter command **AND**. The several exceptions to this rule are left for more advanced searching techniques which are beyond the scope of this workbook. (See a copy of *A Handbook for the PALS Online Catalog*). In order to search PALS you must know the commands and how to use them. There are three types of basic commands. First, when you know the author or title, and the second, when you are looking for books by subject or topic. The third type includes commands that enable you to maneuver and manipulate the various data elements, such as the **AND** and **NOT** commands. These commands are described in Figure 3.2 below:

## SUMMARY OF YOUR BASIC COMMANDS WITH PALS

| Commands | Your Input |
|---|---|
| Commands used for a **specific** book: | |
| **AU Author:** last-name first-name initial. | >**AU** hemingway ernest **[EN]** |
| **TT** Significant words from the title. You do not need the entire title. Word order is **not** important. | >**TT** farewell arms **[EN]** |
| **TI Exact title**, omitting only **initial** articles a, an, the. | >**TI** farewell to arms **[EN]** |
| **CO** Combination, author and first **significant** word from the title. Omit a, an, the at the **beginning** | >**CO** hemingway farewell**[EN]** |
| Commands used for **several** books on a **topic:** | |
| **TE** Topic description. Searches subjects, titles, notes. | >**TE** soil conservation **[EN]** |
| **ST Subject Term.** Searches **valid** LC words only. Word order is not important. | >**ST** synthetic fuels **[EN]** |
| **SU Subject Heading** **Exact** LC Subject Heading must be used in **exact** word order. | >**SU** liquid fuels **[EN]** |
| Maneuvering Commands: | |
| **DI Display.** Displays the first screen of up to 20 titles. Also used to display specific record(s) or a **range** of records found by the computer. | >**DI [EN]**<br>>**DI** 1 3 7-12 **[EN]** |
| **NR Next Record** Displays the next record in a **range** of records selected. | >**NR [EN]** |
| **AND** followed by a term is used to narrow a search. | >**AND** political science**[EN]** |

**Figure 3.2**
**Summary of PALS Commands**

**PALS RECORD** - It is important that you know the anatomy of a PALS record and how the several elements are organized since the records can be found through those elements. A typical PALS record is given in Figure 3.3 below:

```
Screen 001 of 001  Record 0001 of 0001 PBB

LOCATION: GENERAL COLLECTION QH31.D2 D4 1964
  AUTHOR: De Beer, Gavin, Sir, 1899-1972.
   TITLE: Charles Darwin; evolution by natural selection.
 EDITION: [1st ed.]
PUBLISHER: Garden City, N. Y., Doubleday, 1964 [c1963]
   DESCR: xi, 290 p. illus., ports. maps, facsims. 21 cm.
BIBLIOGR: Bibliography: p. 281-282.
 SUBJECT: Darwin, Charles, 1809-1882.
  ------ TYPE DS TO DISPLAY ITEM AVAILABILITY STATUS / RE TO RECALL INDEX SCREEN
PBB=>
```

**Figure 3.3**
**Anatomy of a PALS Record.**

The information in this record is arranged in fields which are named to the left in the figure. The field names are in capital letters and are followed by a colon. This arrangement makes it easy to see the information as it is always where you expect it to be. The fields are described below:

The first line tells you something about the information on the screen and the record number.

The second line is the **LOCATION:** field. Here you find the location of a book, which is followed by the call number **QH31.D2 D4 1964**. Possible locations include the general collection, reference, special collection, archives, oversize, juvenile collection and reserve collection. The call number may be either the one assigned from the Library of Congress Classification System (LCCS) or the Dewey Decimal System of Classification (DDCS). The juvenile collection is classed by the DDCS system. All other books are classed by the LCCS system. Materials on microform are assigned a format type and a number instead of a classification number. For example, ERIC documents are assigned microfiche number 1422.

**NOTE:** Books in "JUVENILE COLLECTION," "OVERSIZE COLLECTION," "PHONO COLLECTION" and "GENERAL COLLECTION" circulate. Materials shown in other locations have restricted use or do not circulate.

The next line is the **AUTHOR:** field, which often contains the author's dates of birth and death. Remember that the author is not always a personal name. A corporate body, a government agency or a foundation can also be an author. For example, Ford Foundation or American Mathematical Society can be corporate authors.

Next is the **TITLE:** field, which is self-explanatory. Sometimes the title is followed by the name of a translator or editor.

The next two or three fields, **EDITION:**, **PUBLISHERR:** and **DESCRIPTION:**, contain information about the edition, publisher, pagination, illustration and physical description of the work.

The **BIBLIOGR:** field is next. This too is an important field because it contains explanatory information about the title, and **all words** in the field are searchable on PALS. If there is a bibliography in the work, it is entered in this field. When appropriate, the notes can be quite long and detailed.

Next is the **SUBJECT:** field(s) which contain(s) the subject(s) assigned to the work from the *Library of Congress Subject Headings* list. Generally a book will be assigned 2 to 3 subject headings, but more are possible. Works of fiction may not contain a subject.

**B -- CALL NUMBERS AND CLASSIFICATION**

**Call Numbers** - Each PALS record has a call number that has been assigned to a book or a work. The call number is unique to the particular book. Each element of the alphanumeric sequence making up the call number is important. When copying down the call number, be sure to copy the **entire** sequence in the same order as it appears on the screen. Remember, if the information is incomplete or inaccurate, you will not find the correct book.

**Classification** - The call numbers of our materials vary with the classification scheme used. This library has three main schemes for different types of materials, which are: 1) the Library of Congress Classification System, 2)the Dewey Decimal Classification System, and 3) the Pennsylvania Government Documents Classification System. Provision is made for non-book materials. In either case, their purpose is to place like items together. The two systems and the method for organizing the non-book materials are described below.

**Library of Congress Classification System** (LCCS) - Most books are classed according to the LCCS system. On PALS the **entire** call number appears on one line as in the following example:

**GENERAL COLLECTION QA76.B455.**

The call number usually appears on the spine or the back of a book. In this system it begins with one or two letters on the top line, with numbers and letters underneath, as shown below:

**QA**
**76**
**.B45**

**Dewey Decimal Classification System** (DDCS) - Juvenile and young adult books have been classed according to the DDCS system. In this system the call number begins with the abbreviation **Juv** for juvenile and, when followed by **Fic**, for fiction, looks like this on the spine of a book:

| | | |
|---|---|---|
| **Juv** | | **Juv** |
| **923.173** | **or** | **Fic** |
| **R824K** | | **G688h** |

**Non-book Materials** - These materials are simply assigned a call number based on format and a number which gives the order in which they were cataloged. Several examples of formats are:

| | | | | |
|---|---|---|---|---|
| **PHONO** | **or** | **MICROFICHE** | **or** | **MICROFILM** |
| **832** | | **1422** | | **549** |

## C -- FUNDAMENTALS OF SEARCHING

As mentioned above, PALS offers a powerful way of searching the online catalog of records that describe the library's holdings. Virtually every field and element of the record is searchable. In this section you will learn the fundamentals of searching PALS by working through the basic commands.

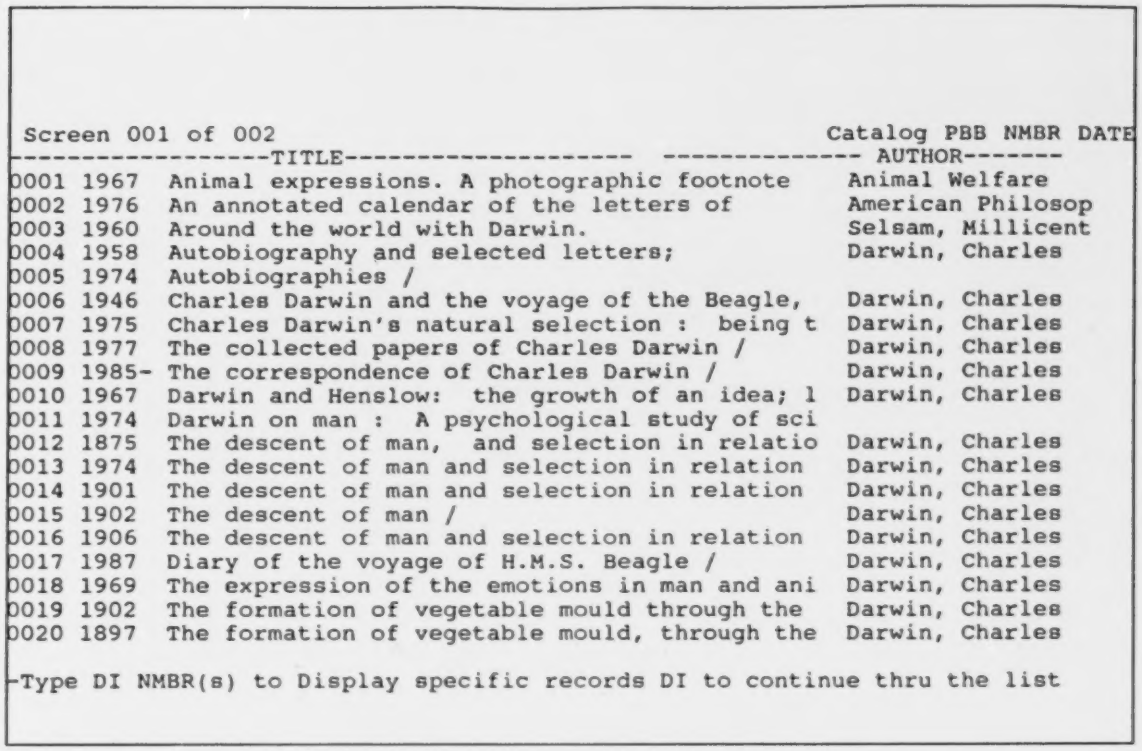
**AUTHOR COMMAND** - The starting point is always one of the commands. For example, if you want to know what books the library has by Charles Darwin, then using the **AU**thor command you enter the command and the author's name in the following manner:

**AU** darwin charles **[EN]**

PALS responds with the statement:

**37 RECORDS MATCHED THE SEARCH**
**Enter DI 1-20 to display the first 20 records**

At this point, entering **DI [EN]** results in the short author/title screen shown in Fig. 3.4 below:



```
 Screen 001 of 002                                        Catalog PBB NMBR DATE
-----------------TITLE-------------------  ------------- AUTHOR-------
0001 1967  Animal expressions. A photographic footnote     Animal Welfare
0002 1976  An annotated calendar of the letters of         American Philosop
0003 1960  Around the world with Darwin.                   Selsam, Millicent
0004 1958  Autobiography and selected letters;             Darwin, Charles
0005 1974  Autobiographies /
0006 1946  Charles Darwin and the voyage of the Beagle,    Darwin, Charles
0007 1975  Charles Darwin's natural selection : being t   Darwin, Charles
0008 1977  The collected papers of Charles Darwin /       Darwin, Charles
0009 1985- The correspondence of Charles Darwin /         Darwin, Charles
0010 1967  Darwin and Henslow:  the growth of an idea; l   Darwin, Charles
0011 1974  Darwin on man :  A psychological study of sci
0012 1875  The descent of man,  and selection in relatio   Darwin, Charles
0013 1974  The descent of man and selection in relation    Darwin, Charles
0014 1901  The descent of man and selection in relation    Darwin, Charles
0015 1902  The descent of man /                           Darwin, Charles
0016 1906  The descent of man and selection in relation    Darwin, Charles
0017 1987  Diary of the voyage of H.M.S. Beagle /         Darwin, Charles
0018 1969  The expression of the emotions in man and ani   Darwin, Charles
0019 1902  The formation of vegetable mould through the    Darwin, Charles
0020 1897  The formation of vegetable mould, through the   Darwin, Charles

-Type DI NMBR(s) to Display specific records DI to continue thru the list
```

Figure 3.4
**Short Author/Title Screen**

This is the first screen of two, as each screen has space for up to 20 titles. The screen shows the first 20 of 37 records that exist for Charles Darwin. Notice that some titles appear to be incomplete only because there is not enough space on the screen.

**SEEING WHAT YOU GOT**

Throughout the search process, PALS sends you prompts that appear at the bottom of the screen. At the bottom of the above screen appears a very important prompt:

**-----Type DI NMBR(s) to display specific records / DI to continue thru the list**

**DI** is a command that prompts you to select an item or items from the screen and display the record(s). Reviewing the above screen, you decide that you are interested in item 17, *Diary of the voyage of H.M.S. Beagle*. Following the **DI** prompt, you type **DI 17 [EN]** and PALS displays the full record for this title:

```
Screen 001 of 001  Record 0017 of 0037 PBB
 LOCATION: GENERAL COLLECTION QH365 .A1 1987 v.1
   AUTHOR: Darwin, Charles, 1809-1882.
    TITLE: Diary of the voyage of H.M.S. Beagle/
           edited by Nora Barlow.
  EDITION: Pickering masters ed.
PUBLISHER: New York : New York University Press,1987.
DESCRIPTN: xxxii, 411 p.: ill., maps (1 folded); 25 cm.
    NOTES: Includes bibliographical references and index.
  SUBJECT: Beagle Expedition (1831-1836)
  SUBJECT: Natural history.
  SUBJECT: Geology.
   SERIES: Darwin, Charles, 1809-1882. Works. 1987; v. 1.
------ Type DS to Display item availability Status
```

**Figure 3.5**
**Full Record Display**

**NOTE:** When using the **DI** command, it is **NOT** necessary to type the zeroes that precede the numbers.

At the time you selected record 17, you could have selected other records by simply typing: **DI 17 9 13 14-20 [EN]**. In which case at the bottom of the above record the prompt would have been: **Type NR to display next record in list.** The hyphen enables you to display sequentially a range of numbers in one operation.

The several different maneuvering uses of the **DI** command are shown in Figure 3.6.

| | |
|---|---|
| **DI**splays a list of up to 20 titles enabling you to select for display records found by the computer. | **>DI [EN]** |
| **DI**splay the 17th record on the list | **>DI 17 [EN]** |
| **DI**splay the 3rd, 5th, and 8th through 15th records one-at-a-time. | **>DI 3 5 8-15 [EN]** |

**Figure 3.6**
**Maneuvering Command DI**

**TITLE COMMANDS** - PALS can be searched also by title. If you know the title, or even **part** of the title, you have two options for retrieving it. You can use the **TI**tle **(TI)** or the **T**itle **T**erm **(TT)**

commands. With the **TI** command you must enter the **exact** title in the **exact** word order, leaving out the articles a, an, the, if they appear at the **beginning** of the title, but **not within** the title, otherwise PALS will not find the title.

Using the **TT** command, on the other hand, you can enter the **significant** words from the title in **any order** and use as many words as are needed to retrieve the title. This is helpful when the title is long and you cannot remember the exact order of the words. For instance: Entering **TT** voyage diary beagle **[EN]** will retrieve the title, but entering **TI** diary voyage of h.m.s. beagle **[EN]**, results in a **NO RECORDS MATCHED THE SEARCH,** since "of the" in the title were omitted. For most searches use the **TT** command as it is more flexible than the **TI** command.

**COMBINATION COMMAND** - Similarly, if you know the author's last name and the first **significant** word of the title, you can use the **CO**mbination command and enter them like this:

**CO** selsam around **[EN]**

The computer responds with the correct record:

```
Screen 001 of 001  Record 0001 of 0001 PBB
 LOCATION: JUVENILE COLLECTION 574 S468a
   AUTHOR: Selsam, Millicent Ellis, 1912-
    TITLE: Around the world with Darwin. Pictures by
           Anthony Ravielli.
PUBLISHER: New York, Harper & Brothers [c1960]
DESCRIPTN: 47 p. illus. 24 cm.
  SUBJECT: Natural history--Juvenile literature
  SUBJECT: Science--Juvenile literature
  SUBJECT: Expeditions--Juvenile literature
------ Type DS to Display item availability Status
```

**Figure 3.7**
**Retrieving with the Combination Command**

**TOPIC APPROACH** - Most often you will be looking for books and materials by topic or subject, for which PALS uses three distinct commands which produce different results when used with the same words. Those commands are: **TE**rm (**TE**), **S**ubject **T**erm (**ST**) and **SU**bject (**SU**). Their use is described below.

**TERM COMMAND** - The **TE**rm command is a very broad command that searches subjects, titles and notes, **all at the same time.** It will often retrieve much more than you may want. It is a good command to use if you do not know the **exact** LC subject heading or a **valid** LC subject term. This is a good command to use for browsing. The use of this command is best learned by following an example.

If you are interested in literature about the theory of evolution for youngsters, using the **TE** command, you might type: **TE** evolution **[EN]** and the computer responds with the following result and prompt:

> **1424 RECORDS MATCHED THE SEARCH**
> **-----TYPE DI 1-20 to Display first 20 records (or)**
> **Use AND command with additional WORD(S) OR LIMITING command to reduce results.**

By entering **DI [EN]** and reviewing the short author/title screens and full records, you see right away that there are too many records and all kinds of books are included. Some are too long or too advanced for your purpose. You can narrow or limit the search by using the prompt that appears right after the search results by using more appropriate words.

Typing **AND** youngsters **[EN]** does not produce any "hits" or matches. Whereas **AND**ing evolution with **children,** results in 4 hits. **DI**splaying the short author/title screen for the four hits produces the following titles:

```
Screen 001 of 001
NMBR DATE  --------------------TITLE--------------------      ---AUTHOR-----
0001 1973  Children's freedom; A. S. Neill and the evolu      Hemmings, Ray.
0002 1922  Creative music for children,  a plan of train      Coleman, Satis
0003 1930  The evolution of the common school,                Reisner, Edward
0004 1972  The manufacturing population of England; its      Gaskell, P.
-----Type  DI NMBR(s) to Display specific records
```

You then display the full record for the first title:

```
Screen 001 of 001  Record 0001 of 0004 PBB
 LOCATION: GENERAL COLLECTION LF795.L692953 H39
   AUTHOR: Hemmings, Ray.
    TITLE: Children's freedom; A. S. Neill and the
           evolution of Summerhill idea.
PUBLISHER: New York, Schocken Books [1973, c1972]
DESCRIPTN: xiii, 218 p. illus. 21 cm.
    NOTES: Bibliography: p. 209-212.
  SUBJECT: Neill, Alexander Sutherland, 1883-
  SUBJECT: Summerhill School.
  SUBJECT: Child rearing.
  SUBJECT: Children--Management.
---    Type DS to Display item availability Status
```



BEST COPY AVAILABLE

Examining the record, you see that the title is totally irrelevant to your interest as the subjects covered by the book do not pertain to the concept of Darwin's theory of evolution. The title was retrieved simply because **TE**rm searching is broad and searches subject, title and notes fields and the word "evolution" is in the title field. Words in the title and notes fields do **not necessarily** describe the **subject** of the work. By using a valid LC subject term you automatically narrow the search to your topic. Therefore, **AND**ing "evolution" with the word "juvenile" (a **valid** subject term found in the *LC Subject Headings list*), you get 40 hits. This suggests that you need to be flexible in selecting alternate words for the topic you are researching and use the *LC Subject Headings* list. The screen of the first 20 hits appears below:

```
Screen 001 of 002                                        Catalog PBB NMBR DATE
--------------------TITLE--------------------        -------AUTHOR-------
0001 1969  Abiogenesis: from molecules to cells           Thompson, Paul
0002 1966  The adventure of man;  his evolution from pre  Gregor, Arthur
0003 1969  Before the Indians.                            May, Julian.
0004 1967  Billions of years of you.                      Froman, Robert
0005 1968  The birds.                                     Peterson, Roger
0006 1968  Bone for bone,                                 Cosgrove, Margr
0007 1966  The buildings of ancient Greece                Leacroft, Hele.
0008 1968  Charles Darwin.                                Greene, Carla,
0009 1945  Climbing our family tree,                      Novikoff, Alex
0010 1968  The coyote.                                    Hiser, Iona Seiber
0011 1972  Darwin and his great discovery,                De Camp, L. Spragu
0012 1977  Darwin and the enchanted isles /               Shapiro, Irwin,
0013 1969  Dinosaurs, the terrible lizards.               Davidson, Rosalie.
0014 1972  Dune buggies.                                  Gladstone, Gary.
0015 1973  Evolution of a scientist:  the two worlds of   Land, Barbara.
0016 1977  Evolution goes on every day /                  Patent, Dorothy Hi
0017 1957  Exploring the animal kingdom.                  Selsam, Millicent
0018 1970  The first living things.                       May, Julian.
0019 1973  Fleas.                                         Cole, Joanna.
0020 1972  How man began.                                 Greene, Carla,
--Type DI NMBR(s) to Display specific records/DI to continue thru the list
```

At this point, review the screen and display the full record of title(s) that look most promising. One relevant title is *Darwin and the Enchanted Isles* by Irwin Shapiro, whose record is:

```
   LOCATION: JUVENILE COLLECTION 575 S529d
     AUTHOR: Shapiro, Irwin, 1911-
      TITLE: Darwin and the enchanted isles / by Irwin Shapiro;
             illustrated by Christopher Spollen.
  PUBLISHER: New York: Coward, McCann & Geoghegan, c1977.
  DESCRIPTN: 78, [1] p.: ill.; 21 cm.
      NOTES: Bibliography: p. [79]
      NOTES: Describes the events leading to Darwin's voyage
             on the Beagle and the subsequent theories on
             evolution he posed based mainly on
             observations made on the Galapagos Islands.
    SUBJECT: Darwin, Charles Robert, 1809-1882.
    SUBJECT: Darwin, Charles Robert, 1809-1882--Juvenile
             literature.
    SUBJECT: Evolution--History--Juvenile literature.
    SUBJECT: Naturalists--England--Biography-Juvenile literature
    SUBJECT: Evolution--History.
   ------ Type DS to Display item availability Status
```

In the above title you see that the words "evolution" and "juvenile" appear in **subject** fields, making the title relevant. But when you review the full records of some of the other titles, you find that still not all the books are at the same level or relevant. Item 14, the title by Gary Gladstone, is irrelevant. The reason for this again lies in the fields of the record which is:

```
   LOCATION: JUVENILE COLLECTION 629.22221 G543d
     AUTHOR: Gladstone, Gary.
      TITLE: Dune buggies. Written and photographed by Gary
             Gladstone.
    EDITION: [1st ed.]
  PUBLISHER: Philadelphia, Lippincott [1972]
  DESCRIPTN: [32] p. illus. 24 cm.
      NOTES: Text and photographs trace the evolution of the
             dune buggy with emphasis on the characteristic
             features of the buggy usually driven on the street
    SUBJECT: Dune buggies--Juvenile literature.
    SUBJECT: Dune buggies.
   ------ Type DS to Display item availability Status
```

Since this title was retrieved with the broad searching capabilities of the **TE** command, the word "evolution" appears in the **notes** field and not in the **subject field.** Therefore it is not surprising that the title is irrelevant.

Whenever the computer finds a large number of records (as in the case above, where 1424 records were retrieved for the term "evolution"), the following prompt appears: **Use AND command with additional WORD(S) OR LIMITING command to reduce results.** A more precise search can be produced by **AND**ing the results with a term

found in the *Library of Congress Subject Headings* list. The list is a four-volume set of books, bound in red, located just to the right of the entrance turnstile (near the newspaper alcove). These approaches to searching are valid and demonstrate the power and flexibility of PALS. However, more precise ways of searching PALS are discussed below.

**SUBJECT TERMS AND SUBJECT SEARCHING**

From the above examples, it is clear that although many entries are retrieved by use of the **TE** command, the process lacks precision and some of the titles are not relevant or appropriate. More precise searches can be made by use of the **S**ubject **T**erm (**ST**) and **SU**bject heading commands in conjunction with the *LC Subject Headings list*. The use of these commands is discussed below.

**SUBJECT TERM (ST) SEARCHING** - The command **ST** is similar to the **TT** command because it allows you to use **valid** LC subject terms in any order. You can guess the terms, pick them up from records found by **TE**rm searching, or look them up in the *Library of Congress Subject Headings* list. Also, the subject term may be **AND**ed with a term in any of the other fields, which considerably extends the computer's searching flexibility. Getting back to the original search for literature about the theory of evolution for youngsters, let us use the same words with the **ST** command. Entering **ST** evolution **[EN]** and **AND**ing the results with the word "juvenile," the computer gives the following results:

**676 RECORD MATCHES AFTER TERM EVOLUTION**
**14 RECORDS MATCHED THE SEARCH**
**---- Type DI 1-14 to Display**

Displaying the short author/title screen gives us the following titles:

| NMBR | DATE | TITLE | AUTHOR |
|---|---|---|---|
| 0001 | 1969 | Abiogenesis: from molecules to cells | Thompson, Paul D. |
| 0002 | 1966 | The adventure of man; his evolution from pre | Gregor, Arthur S. |
| 0003 | 1967 | Billions of years of you. | Froman, Robert, |
| 0004 | 1968 | Bone for bone, | Cosgrove, Margaret. |
| 0005 | 1945 | Climbing our family tree, | Novikoff, Alex Benja |
| 0006 | 1972 | Darwin and his great discovery, | De Camp, L. Sprague |
| 0007 | 1977 | Darwin and the enchanted isles / | Shapiro, Irwin, |
| 0008 | 1977 | Evolution goes on every day / | Patent, Dorothy Hins |
| 0009 | 1970 | The first living things. | May, Julian. |
| 0010 | 1972 | How man began. | Greene, Carla, |
| 0011 | 1974 | How the animals came to North America. | May, Julian. |
| 0012 | 1976 | Origins : two models : evolution, creation / | Bliss, Richard B. |
| 0013 | 1968 | The right size; why some creatures survive an | Hellman, Hal, |
| 0014 | 1970 | The world after the dinosaurs; the evolution | Zappler, Lisbeth. |
| ---- | Type | DI NMBR(s) to Display specific records | |


BEST COPY AVAILABLE

This strategy reduced the number of titles from 40, found by the **TE** command, to just 14 titles. Reviewing the above titles you find that all of them are relevant and that they also appear in the broader **TE** search, but the irrelevant titles, including the *Dune Buggies*, as expected, have not been retrieved.

**SUBJECT HEADINGS** - The command **SU** is similar to the **TI** command since it is the most restrictive of the subject commands. It requires that the **exact** LC subject heading be used. This also means that you must use the *Library of Congress Subject Heading* list. With the **SU** command, the word "evolution" retrieves 390 titles and, when **AND**ed with "juvenile," retrieves only 4 titles, all of which are on target. While the **initial** subject heading must be **exact**, PALS permits **AND**ing subject terms with any term in the subject field or other fields. In the above example all records show that the word "juvenile" is part of a longer heading as exemplified by one of the records:

```
Screen 001 of 001  Record 0001 of 0004 PBB

LOCATION: JUVENILE COLLECTION  575 N943c
  AUTHOR: Novikoff, Alex Benjamin,      1913-
   TITLE: Climbing our family tree, by Alex
          Benjamin Novikoff, illustrated by John English ...
PUBLISHER: [New York]International Publishers [1945]
DESCRIPTN: 96 p. illus. (part col.; incl. maps) diagrs.
          (part col.) 26 cm.
 SUBJECT: Paleontology--Juvenile literature.
 SUBJECT: Evolution.
 ------ Type DS to Display item availability Status
```

Notice that although the word "juvenile" is part of a long subject heading "paleontology --juvenile literature," PALS made the match and retrieved the titles.

**SUMMARY** - The same steps may be followed with all the other commands. Those steps are:

1. Select the command and the search word(s) appropriate to the command.
2. Display the results in short author-title format.
3. Review the results.
4. Narrow or limit the results by use of the **AND** command.
5. Select and display full record(s).

**HELP SCREENS** - PALS is ready to help you at every point or step of your search. Simply type **HELP [EN]** and PALS will display a list of commands and lead you through explanations of each command.

This completes the **basics** of PALS commands. Further instructions and information are available at the terminals, where you will find a two-page guide. Still more information and direct assistance is at the Reference Desk where you may also request a copy of *A Handbook for the PALS Online Catalog* as well as instructions on how to access PALS from your dorm or home.

## D - THE LIBRARY OF CONGRESS SUBJECT HEADINGS LIST

Because of the power and flexibility of PALS, you will be able to do most of your subject searches with the terms that you have and those that you discover in the search process. However, you also need to know of a more direct way of arriving at your search words for PALS. Much of the complexity of looking for books by topic lies with the selection of "proper" terms or subject headings, or vocabulary control. Catalogers, librarians who describe the books and enter the information into online catalogs, rely on a controlled vocabulary list for selection of "proper" terms. They get those terms from the *Library of Congress Subject Headings* list. One copy of the four-volume set of books, bound in red, is located on a counter near the turnstile and current newspapers. A second copy is near the Reference Desk. You should consult the LCSH list whenever you have questions about proper subject heading(s) when looking for books on your topic. The LCSH list will help you to get precise results quickly. **Familiarize** yourself with the list.

> **NOTE:** In the LCSH list, the correct subject headings appear in **bold type,** whereas cross references appearing under the subject headings are in plain type.

For example, if you are writing a paper on the topic of "uses of the sun's energy," you would probably begin your search of PALS with the **ST** command and the words "sun energy." You would discover that no records are retrieved. Your next step would be to broaden the search by use of the **TE** command since it searches subjects, titles and notes, which would result in 11 records. However, looking through the titles, you find that only one title is relevant, and the other titles are just too broad. Wishing more books on the topic, you can turn to the LCSH list and look under the subject heading **Sun.** There you find a (See Also) cross reference: **SA** *headings beginning with the word solar.* The word **solar** is your clue. Looking under **solar energy** in the LCSH list, you find numerous subject headings. You are also given the classification range (TJ809-TJ812.8) with which you could browse in the collection. However, you may prefer to find out what books we actually have in the collection on the subject by entering **SU** solar energy in PALS.

**VOCABULARY REFERENCES** or **CROSS REFERENCES** -- As a further aid to vocabulary control and to direct you to appropriate subject headings, the LCSH list uses very useful guides or conventions which are explained and illustrated below:

**USE** - appearing under a subject heading, directs you to an "authorized" term that follows the word **USE**.

**Example:** Family rooms
**USE Recreation rooms**

**UF** (used for) - appearing under a subject heading instructs you that this term is used for or instead of another term. The **UF** is a reciprocal of **USE**.

**Example:** Motor-cars
**USE Automobiles**
**Automobiles**
**UF** Motor-cars

The codes **USE** and **UF** appear only in front of the first reference if several references are present. It is understood that any additional terms will be listed below in alphabetical order.

**Example: Food, raw**
**UF** Raw food
Uncooked food
Unfried food

Food, smoked
**USE** Cookery (smoked foods)
Fish, smoked
Meat, smoked

**Broader, Narrower and Related Terms** - There is a hierarchical relationship between some subject headings. Terms are linked to other terms through cross-references expressed as **BT** and **NT**, which stand for broader term(s) and narrower term(s). The codes **BT** and **NT** also function as reciprocals. A term appearing as **BT** must be matched by the reverse relationship as **NT**, as shown below:

**Example: Exterior lighting**
**BT Lighting**

**Lighting**
**NT Exterior lighting**

**RT Code** - The code **RT** (related term) links two terms that are similar in some way other than hierarchy. When this code appears, you are advised to look also under the suggested heading.

**Example: Ornithology**
**RT Birds**
**Birds**
**RT Ornithology**

**Scope Notes** - Scope notes are provided when needed to ensure consistency of subject usage by specifying the range of subject matter to which a heading is applied in the library's catalog. This is done by drawing necessary distinctions between related headings, or by stating which of several meanings of a term is the one to use in the library's catalog. These notes appear in the LCSH list immediately following the headings with which they are used.

**Example: Drinking and traffic accidents**

"Here are entered works on the relation between alcoholic intoxication and traffic accidents. Works on drunk driving as a criminal offense are entered under **Drunk driving.**"

**Specific Headings** - In addition to assigning "correct" subject words or terms, the purpose of the LCSH list is to assign specific headings for books being cataloged. A book cataloged under a broad heading will usually have, at best, perhaps a chapter on your specific topic. Whereas a book about a specific topic usually will not be cataloged under a broad heading.

**Example:** Books on the Battle of Gettysburg are usually cataloged under **Gettysburg, Battle of, 1863.** They are not cataloged under **United States History - Civil War, 1861-1865.** (not subdivided geographically)

**NOTE:** When using the PALS or even the LCSH list, always look under headings most specific to your topic. If more books are needed, use the broader or related terms.

## COMPLETE EXERCISE THREE IN YOUR EXERCISE BOOK

CHAPTER FOUR

# REFERENCE BOOKS

**OBJECTIVES:** In this chapter you will:

* Review some basic reference books.
* Learn to distinguish between various types of reference books and learn about their purposes and arrangement.

**INTRODUCTION:** In general, reference books will give you brief and specific information. They are not intended to be read from cover to cover. Because they contain a great deal of minute information, they are arranged so as to allow you to retrieve the information as efficiently as possible. This is done through indexes and tables of contents. While reference books vary considerably in their arrangement of information, most have these parts:

**1. Contents.** The table of contents presents a broad outline of material covered in a work.

**2. Instructions.** Unlike other books, reference books, especially indexes, often include instructions on how to use them. Usually the "how to use" sections appear at the beginning of a work, but sometimes they are separate publications. For example, the *Library of Congress Subject Headings* list contains detailed instructions and explanations of how to use the work at the beginning of volume 1, which you are urged to study.

**3. Abbreviations.** Abbreviations are used to save space. They may take the form of several lists:

a. Descriptive terms, e.g. "ill.," which stands for illustration(s).

b. Sources, e.g. "*Cong. Digest*," which stands for *Congressional Digest*.

**4. Indexes.** Whereas the table of contents gives a **broad** outline of a work, the index is often very **detailed** and pin-points information in a book. Note that the index may not always refer to page numbers, but to abstract numbers, tables and volumes.

**TYPES OF REFERENCE BOOKS** - Ten basic types of reference books are found in this library. Examples of each type are listed and discussed very briefly below.

**1. Guides to the literature.** They are designed to give an overview of the major or representative publications in a given field of study. Most guides list journals, encyclopedias, major texts, handbooks, societies, etc. For example, *The Literature of the Social Sciences* and *Use of Chemical Literature*.

**2. Bibliographies.** Bibliographies list books and articles in a given field or subject, thus saving you time. For example, *Four Centuries of Cat Books, Monthly Terrors: an Index to the Weird Fantasy Magazines Published in the United States and Great Britain, Apartheid: a Selective Annotated Bibliography, 1979-1987* and *Aging, and the Aged: an Annotated Bibliography and Library Research Guide*.

**3. Encyclopedias or Encyclopaedias.** Most new college students have had prior experience in using a general encyclopedia, which is one that covers general knowledge and is typically arranged in alphabetical order. But even college students will sometimes incorrectly assume that a topic is not covered if it does not appear in the expected alphabetical order. That is because with some encyclopedias the index must also be used. Those encyclopedias have a separate index volume, which is usually the last volume of the set. An example of a general encyclopedia is the *Encyclopaedia Britannica*, whereas a more specialized one is the *McGraw-Hill Encyclopedia of Science and Technology*, both of which are multi-volume sets. Highly-specialized encyclopedias usually are in one volume.

Many encyclopedias are updated by yearbooks. While the yearbooks do not bring every article in a set up-to-date, they provide a summary of a year's important events and issues. Some encyclopedias are updated by complete revisions.

**4. Dictionaries and Thesauri.** In addition to giving word definitions, dictionaries often contain other valuable information. The table of contents shows what additional information is contained, which may include notable persons, selected colleges and their addresses, historical periods, etc.

Dictionaries include general language dictionaries, subject dictionaries and glossaries. For example, *Oxford English Dictionary, McGraw-Hill Dictionary of Earth Sciences, A Glossary of Political Ideas*.

Thesauri are valuable aids in writing papers and reports and also help build your vocabulary. They are used to guide you to additional words which may help you find the word or words by which your idea may be most aptly expressed. Several examples of often-used thesauri are the famous *Roget's Thesaurus,* and *Thesaurus of ERIC Descriptors*.

**5. Handbooks and Compendia of Data.** These are often called fact books and cover facts on broad subject areas. Because they may be referred to as almanacs, abstracts, handbooks or yearbooks, they can be difficult to locate even on PALS. For example, *World Almanac, Statistical Abstracts of the United States, Lange's Handbook of Chemistry, Sports Almanac, Almanac of the 50 States* and *Economics Sourcebook of Government Statistics*. The most recent editions of a number of often-used fact books are kept at the Reference Desk.

**6. Histories.** Several examples of histories are: *The American Indian, 1492-1970; a Chronology and Fact Book* and the *Histories and Historians of Hispanic America*.

**7. Biographical Works, Retrospective and Current.** These works contain biographies of notable persons and may include a list of their accomplishments, publications and current addresses. For example, *Who's Who in America, Current Biography, Dictionary of American Biography*.

**8. Atlases and Maps.** These works may contain a great deal of thematic and visual information. For example, *The National Atlas of the United States of America, Commercial Atlas & Marketing Guide* and *The Times Atlas of World History*.

**9. Annuals and Directories.** These publications contain updated information on the subject(s) that they cover. New editions of these publications are printed yearly. Many diverse publications fall into this group. For example, *Minerals Yearbook* provides information about supply and demand for minerals throughout the world, *Ulrich's International Periodicals Directory* provides detailed information about periodicals, and the *Yearbook of Agriculture* provides information of importance to farmers.

**10. Indexes and Abstracts.** These are the essential tools for retrieval of periodical literature, although some of the more comprehensive publications also cover translations, symposia, dissertations, etc. For example, *Business Periodicals Index, Readers' Guide to Periodical Literature* and *Psychological Abstracts*.

## COMPLETE EXERCISE FOUR IN YOUR EXERCISE BOOK

CHAPTER FIVE

# PERIODICALS, ABSTRACTS, INDEXES, CD-ROM AND NEWSPAPERS

**OBJECTIVES:** In this chapter you will learn the following:

* Importance of periodicals.
* How to access periodical literature.
* Types of abstracts and indexes and how to use them.
* CD-ROM, electronic indexes.

## PERIODICALS AND THEIR IMPORTANCE

Periodicals can be either magazines or journals, and there is a distinction between them. Magazines tend to contain more popular articles, whereas journals contain more scholarly articles. Both types of periodicals are especially valuable for **current** and brief information. They furnish articles and papers more recent than books on particular subjects. Most original scientific work is first published in periodicals. Periodicals are publications which are printed as issues, which appear at regular time periods such as weekly, monthly or quarterly. Their importance may be demonstrated in terms of sheer volume. Whereas the library has a collection of about 350,000 books, which it acquired over its 150-year history, the current periodical collection consists only of about 1,750 titles. Assuming that the average periodical is issued monthly, and has 10 articles per issue, these titles contain about 210,000 articles in just **one year**. Thus, the value of periodicals for **current** information cannot be overstated.

**FINDING INFORMATION IN PERIODICALS** - Whereas the key to the titles, authors and subjects of **books** in the library is PALS, many other keys are needed for **periodical** literature. Those keys are abstracts and indexes. The library has over 70 titles and they must be used to find magazine or journal articles. Bear in mind that neither the Harvey Andruss Library, nor any other single library in the world has all the periodicals covered by the abstracts and indexes held by our library. However, articles found in the abstracts and indexes, but not owned by the library, may be requested from other sources through interlibrary loan.

**USING ABSTRACTS AND INDEXES** - Technically, indexes and abstracts are also periodicals since they too are issued weekly, monthly, quarterly or at other regular time intervals. They are essential guides to the contents of periodical literature. Without these tools, most literature published in journals and reports would be forgotten or become inaccessible soon after publication and, consequently, of little use to future research. These indexes cover a variety of subjects and range from comprehensive, general

indexes, such as the *General Science Index* to those that deal with more focused subjects such as *Oceanic Abstracts*.

In order to locate an article on a particular subject in a periodical, it is first necessary to select an appropriate index. This is made easy since the library has a list of Andruss Library Periodical Indexes and Abstracts Currently Received. For ease of identification and selection, the abstracts and indexes are arranged on the list in subject categories such as art, business, humanities, etc. The list is posted near the Reference Desk.

**NOTE:** Usually there is a delay between the publication of a periodical and the date it is picked up in an index. Delays of three or four months are common. Occasionally the delay can be more than a year.

**INDEXES AND CITATIONS** - A typical periodicals index is arranged by subject, with sub-headings, under which citations or references are listed.

**Citations** - A citation includes all the vital information necessary to identify and retrieve an article. The information it provides is: author, title, name of the periodical, date, volume, issue and page number. Therefore, it is important to copy the **entire** citation at the time you find it. An example of citations from the *Readers' Guide to Periodical Literature* is found in Figure 7.1. Note the sub-headings and the seven cross references under "see also."

**HOMELESS**

See also
Emmaus House, Inc.
Hoboes
Horace McKenna Center
Refugee children
Refugees
Runaways
We Can (Organization)

Address unknown: homeless in contemporary America.
J. D. Wright. bibl *Society* 26:45-53 S/O '89

Autograph [author from Minnesota gives autograph to homeless man in Manhattan] *The New Yorker* 65:30-32 Ag 7 '89

Down and out in suburbia [Westchester County, N.Y.]
B. Kessler. il *The Nation* 249:306+ S 25 '89

**Figure 7.1**

**Sample Citations from**
***Readers' Guide to Periodical Literature***

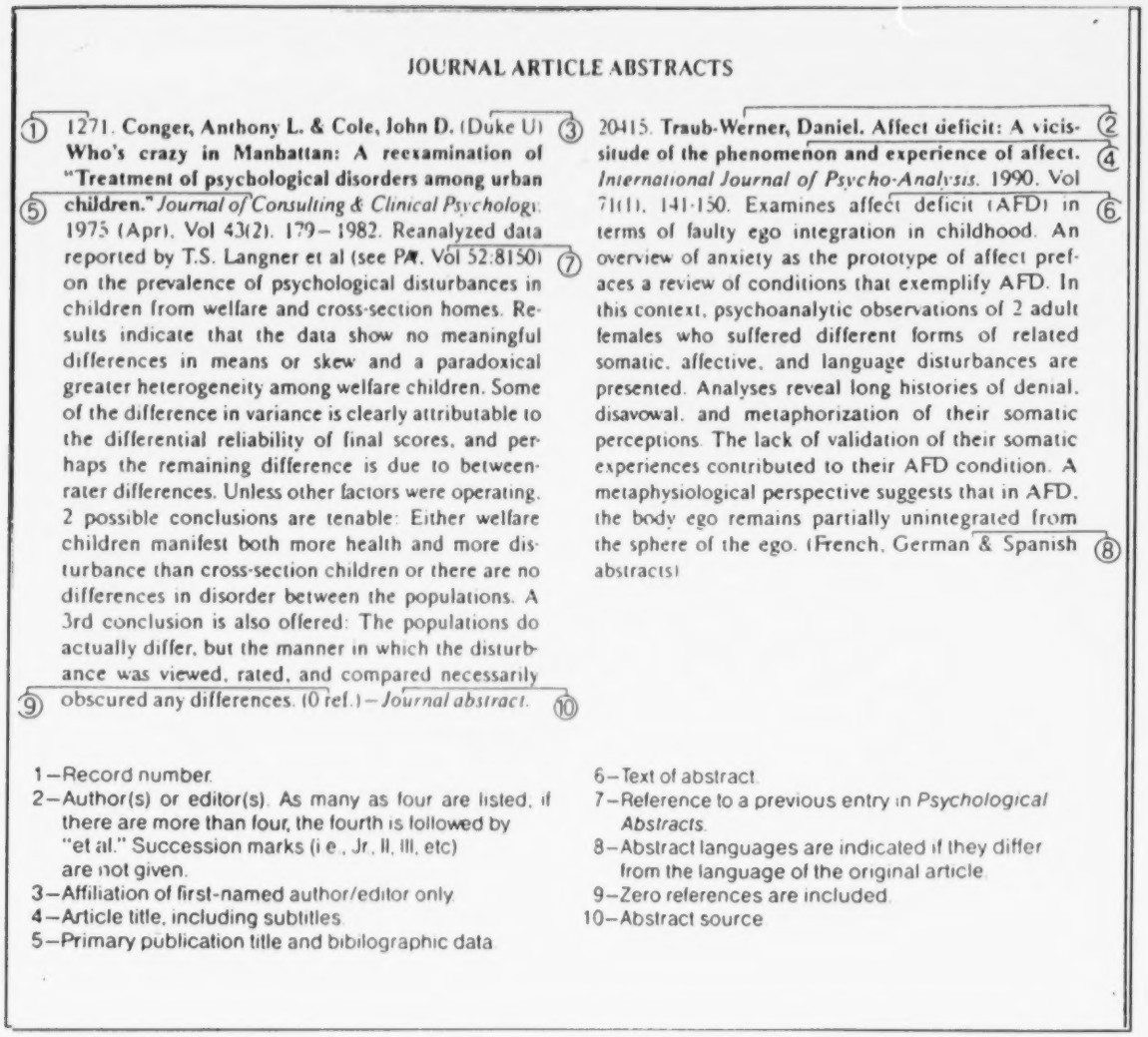
Were you to read further on the page, you would find additional sub-headings under the broad heading of **HOMELESS**, which are:

**Fund raising**
**Health & hygiene**
**Political activities**
**Recreation**
**Transportation**

A more complete description or guide to using the *Readers' Guide* is found at the Reserve Desk. It is called *How to Use the Readers' Guide to Periodical Literature*. It is important that you review this guide since the *Readers' Guide to Periodical Literature* is a model for many very similar indexes in the library. In fact, although the library has over 70 abstracts and indexes, many of them have an arrangement similar to the *Readers' Guide*.

**NOTE:** To find the guide, use PALS and the command **RES** how to use **[EN]**. Request the title at the Reserve Desk by the number that appears after **RESRV: MAIN/RESERVE...** You can also find the Guide by using the name of the author of this publication, which is found in the introduction.

**Abstracting Journal -** An abstract or an abstracting journal is also an index, but one that is more sophisticated and informative than an index such as the *Readers' Guide,* because it has a summary or an abstract of the indexed article or paper. The informative summaries are about 100 words in length. The abstracts give the researcher more information than mere indexes, thus providing a better basis for deciding whether the article would be of interest. *Psychological Abstracts* is an example of such a journal. It has a table of contents which is arranged by broad headings and sub-headings. A subject index follows the abstracts, which are arranged in the main body of the work in numerical order. Thus, after each subject a number or numbers of abstracts dealing with the subject are given. There is also an author index. An example of a full citation or reference, including an explanation of the arrangement of the information from *Psychological Abstracts* is given in Figure 7.2 below.



JOURNAL ARTICLE ABSTRACTS

1271. **Conger, Anthony L. & Cole, John D.** (Duke U) **Who's crazy in Manhattan: A reexamination of "Treatment of psychological disorders among urban children."** *Journal of Consulting & Clinical Psychology*. 1975 (Apr). Vol 43(2). 179–1982. Reanalyzed data reported by T.S. Langner et al (see PA. Vol 52:8150) on the prevalence of psychological disturbances in children from welfare and cross-section homes. Results indicate that the data show no meaningful differences in means or skew and a paradoxical greater heterogeneity among welfare children. Some of the difference in variance is clearly attributable to the differential reliability of final scores, and perhaps the remaining difference is due to between-rater differences. Unless other factors were operating, 2 possible conclusions are tenable: Either welfare children manifest both more health and more disturbance than cross-section children or there are no differences in disorder between the populations. A 3rd conclusion is also offered: The populations do actually differ, but the manner in which the disturbance was viewed, rated, and compared necessarily obscured any differences. (0 ref.)—*Journal abstract.*

20415. **Traub-Werner, Daniel. Affect deficit: A vicissitude of the phenomenon and experience of affect.** *International Journal of Psycho-Analysis*. 1990. Vol 71(1). 141-150. Examines affect deficit (AFD) in terms of faulty ego integration in childhood. An overview of anxiety as the prototype of affect prefaces a review of conditions that exemplify AFD. In this context, psychoanalytic observations of 2 adult females who suffered different forms of related somatic, affective, and language disturbances are presented. Analyses reveal long histories of denial, disavowal, and metaphorization of their somatic perceptions. The lack of validation of their somatic experiences contributed to their AFD condition. A metaphysiological perspective suggests that in AFD, the body ego remains partially unintegrated from the sphere of the ego. (French, German & Spanish abstracts)

1—Record number.
2—Author(s) or editor(s). As many as four are listed, if there are more than four, the fourth is followed by "et al." Succession marks (i.e., Jr., II, III, etc) are not given.
3—Affiliation of first-named author/editor only.
4—Article title, including subtitles.
5—Primary publication title and bibilographic data.
6—Text of abstract.
7—Reference to a previous entry in *Psychological Abstracts*.
8—Abstract languages are indicated if they differ from the language of the original article.
9—Zero references are included.
10—Abstract source.

**Figure 7.2**
**Sample Citation from *Psychological Abstracts*.**

Subject headings used in the various abstracts and indexes are **NOT** necessarily the same or uniform. Consequently, relevant materials found under a term in one index may be put under a different term in another. To increase the probability of finding useful articles in any index, it is often necessary to look under a variety of terms. It is also necessary to be flexible in selecting terms, or second guessing the heading under which a certain topic may be found. Some of the more sophisticated abstracting and indexing journals have thesauri as aids for vocabulary control. Two very popular thesauri in this library are the *Thesaurus of Psychological Index Terms*, for use with

*Psychological Abstracts*, and the *Thesaurus of ERIC Descriptors*, for use with *Current Index to Journals in Education and Resources in Education (ERIC)*.

**CD-ROM** - In addition to paper copies of abstracts and indexes, the library subscribes to a number of computer-based (CD-ROM) abstracts and indexes. Currently they include the following:

* ABI/INFORM
* Access Pennsylvania
* Business Index
* Educational Resources Information Center (ERIC)
* Periodical Abstracts
* PsycLit (Psychological Abstracts)

These computer-based indexes make literature searching much easier and faster. Most of them provide coverage for recent literature, while some go back many years. Guide sheets on how to use them are located at each computer terminal. Note, each index uses a different protocol - searching steps. Note also that both ERIC and PsycLit have thesauri online.

**LOCATION OF ABSTRACTS, INDEXES AND CD-ROM**

Since the abstracts and indexes are also reference books and are heavily used, they are located on index modules (tables) to the right of the Reference Desk. Usually they are monthly publications, with cumulations at the end of the year. Some are cumulated every two months or quarterly, with final cumulation appearing in a bound annual volume. Those indexes that are not on the index modules are shelved with other books in the reference collection. Computer stations with CD-ROM are located to the left of the Reference Desk.

**PERIODICAL HOLDINGS AND LOCATIONS** - The library's more than 1,700 current, and retrospective or older periodical titles are listed in the Andruss Library List of Periodical Holdings, which is a computer print-out of periodical titles in alphabetical order. For each title the list gives holdings by year and volume, format and location. The list is bound in a thick, black volume. Note that in many instances back issues are on microfilm. Copies of the list are found at the index modules, at the Circulation Desk and at the Reference Desk. All current periodicals, those from the present to about 2 years back, may be requested at the Circulation Desk by filling out a request slip. Figure 7.3 shows a typical entry in the Andruss Library List of Periodical Holdings.

**The Journal of experimental psychology: animal behavior precesses.**[1] Washington, American Psychological Association. [2]
v. 1- Jan. 1975- [3]
**OCLC** 2441504: **ISSN** 0097-7403: **CODEN** JPAPDG. [4]
PBB 1- 1975- [5] (Microfilm=1-4 1975-1978) [6]

[1] Title of journal.
[2] Publisher.
[3] Date followed by a dash indicates when publication began.
[4] Library users may disregard this entire line.
[5] The date when the library subscription began.
[6] Library holding of microfilm.

**Figure 7.3**
**Sample Annotated Entry in the**
**Andruss Library List of Periodical Holdings**

**NOTE:** In the above figure, after PBB the short dash (-) following the date indicates that the periodical has been received in our library from that date forward.

**Locations of Periodicals**

| | |
|---|---|
| Hard copy, 1993 to the present. . . | At the Circulation Desk on the main floor. |
| Hard copy of all 1987-1992 issues. . . . | Periodicals room on the ground floor in stained glass window area. |
| Hard copies of pre-1987 and discontinued titles. . . . | In storage facility off campus. Request at the Circulation Desk for delivery within 24 hours. |
| Microfilm, all years. . . . . | In metal cabinets along the wall and to the left of the Reference Desk. |

**NOTE:** Current periodicals are being shifted so that eventually only the current year titles will be at the Circulation Desk.

**NEWSPAPERS** - The library subscribes to about 38 newspapers. The list includes major U.S. titles such as: the *Chicago Tribune, Christian Science Monitor, Los Angeles Times, New York Times* and *Washington Post*. The list also includes some foreign titles such as: the *Arab News* (Saudi Arabia), *Jerusalem Post* (Israel), *Le Monde* (France), *Times*, London (England) and *Die Zeit*, a German language newspaper printed in the U.S. The newspapers are shelved in the newspaper alcove, immediately to your right as you enter the library. They are kept there for different lengths of time, but usually about three (3) months. Some titles are replaced with microfilm at the end of the year, while others are discarded.

There is no single source or index for all newspapers. Some newspapers, such as the *New York Times, Washington Post* and *Wall Street Journal,* produce an index. The major newspapers are indexed in some periodical indexes, on CD-ROM or other databases. The minor newspapers are not indexed and for this reason become obsolete soon after publication. The *Press Enterprise* of Bloomsburg, for instance, in not indexed, which makes it very difficult to find an article or story without knowing the date. For the U.S. newspapers the gap is partially filled by the *NewsBank Index*, which is discussed below.

The *NewsBank Index* has been published since 1981. It provides access to the articles from the newspapers of over 450 U.S. cities. Full-text articles of research value (not all) are selected from newspapers and reproduced on microfiche. The library subscribes to the microfiche collection, which is located in microfiche series 1411.

Most of the library's newspaper indexes, including the NewsBank Index, are located in Index Module 6. Other indexes are shelved with the reference books under their respective call numbers.

**COMPLETE EXERCISE FIVE IN YOUR EXERCISE BOOK**

# CHAPTER SIX

# MICROFORMS

**OBJECTIVES:** After studying this chapter, you will:

* Become familiar with the different types of microforms, their content and use.
* Be able to locate them through PALS and view them with a reader.

**DEFINITION** - "Microforms," or "microtext" are generic terms for any of the microimage publications which require magnification to be read.

**LIBRARY HOLDINGS** - Microforms comprise over 1,600,000 pieces of film and microfiche and are a very important part of the collection. The several types of microforms in our library are:

**Microfiche** - A sheet of film, usually 4 x 6 inches, holding up to 98 pages of text reduced to about (24:1). Most of our microfiche contain reports, books and documents.

**Microfilm** - A roll of film, either 16mm or 35mm. Most of our microfilm holdings are periodicals and newspapers.

**Ultra-fiche** - A sheet of film, typically 3 x 5 inches, holding up to 1000 pages of text reduced 70:1. The two collections on ultra-fiche are: the *Library of American Civilization* and the *Library of English Literature.*

**Disadvantages of Microforms** - Microforms take slightly more time to retrieve than books and journals, must be used in the library, require use of readers, and are less attractive than a book or a periodical. The quality of copies from some microforms is not good.

**Advantages of Microforms** - The advantages of microforms outweigh the disadvantages for the following reasons:

1) Microforms take up much less storage space than paper copies. (We have over 1,600,000 pieces of microforms v.s. only about 320,000 volumes of books.) To house the equivalent 1,600,000 microforms in book form would take the space of three additional buildings the size of the Andruss Library.

2) Microforms cost less to buy than paper copies.

3) Microforms are more secure from theft or mutilation than paper copy.

4) Many out-of-print materials can be purchased only in microform.

**LOCATION** - Most microforms are stored in metal cabinets on the first floor of the library.

**CATALOGING** - Cataloging of microforms varies from one set to another, but no call number is assigned to them. Instead, periodicals and newspapers in microform are filed alphabetically by title. For example, *The New York Times* on microfilm is filed in the metal cabinets in alphabetical sequence (under *New York...*). Microforms are numbered consecutively; one series for microfilm and another for microfiche. Thus, all **ERIC** documents are filed in numerical sequence in microfiche series 1422.

**READING MICROFORMS** - Microforms are maintained by the Circulation Desk staff. You may retrieve them yourself and view them on the readers or readers/printers located in the area. Should you need assistance with retrieval or use of a reader or a reader/printer, ask the Circulation Desk staff. Paper copies of text may be made on coin-operated microfilm readers/printers.

**NOTE:** Do not refile microforms yourself; place them in boxes located at the readers/printers; place film rolls in the designated area on top of the metal cabinets.

## COMPLETE EXERCISE SIX IN YOUR EXERCISE BOOK